From: Judy LaDuc [jladuc@ehs.umass.edu]

Sent: 9/8/2010 6:35:01 PM

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CC: Maureen O'Leary [mcoleary@ehs.umass.edu]; Donald A. Robinson [drobinson@ehs.umass.edu]; Robert F. Laford [rflaford@ehs.umass.edu]

Subject: Welcome Laboratory Safety Coordinators

Dear Laboratory Safety Coordinators,

Welcome! You have been newly appointed or reappointed by your Department Head as the Departmental Laboratory Safety Coordinator for the 2010-2011 academic year. Our first Lab Safety Coordinator meeting will be held on **Wednesday, October 13, 2010 at 9:30 am in Draper Hall room 102**.

The Laboratory Coordinators provide an essential function and work closely with the Environmental Health & Safety Department in the management of the campus laboratory safety program operations. Coordinators work in partnership with EH&S by communicating campus laboratory safety policies and procedures to their departments. The responsibilities of the Laboratory Health and Safety Coordinator include:

- Partnering with EHS to promote a culture of safety in your department
- Attending the lab safety coordinator committee meetings and communicating information on health and safety policies to faculty and staff
- Answering health and safety –related questions or referring such questions to the appropriate EH&S staff member(s) for answers
- Assisting faculty and staff members in implementing University safety and health policies
- Reporting safety–related incidents and potential safety problems to EH&S

The Laboratory Safety Coordinators meet two to three times a semester on Wednesday mornings in Draper Hall 102 from 9:30-11:00 AM. The schedule of meetings for the 2009 Fall semester is the following: October 13th, November 3rd and December 1st. An agenda for the first meeting will be sent out via email soon.

I look forward to working with you during the 2010-2011 academic year.

Sincerely,

Maureen O'Leary
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